

Employment and  
migration CanadaEmploi et  
Immigration Canada

# How to apply for a Social Insurance Number (SIN)

ying for a  
or changing your

All you have to do is complete an application form and provide us with a primary document. You must also provide a supporting document if the name on your primary document is different from the one you use now. The acceptable primary and supporting documents are listed on the next page. **It is important that documents are originals or true certified copies and that they be in English or in French.**

If you are replacing your SIN card, you must pay a fee of \$10.00. You can only pay cash if you apply in person. Otherwise, you can pay by personal cheque, bank draft or money order made payable to the Receiver General of Canada.



If your application is in order, you will receive your SIN card in three to four weeks.

ployment and Immigration Canada encourages you to apply for a Social Insurance Number in the Employment Centre. The process is faster and more convenient. Also it does not cost you anything to apply with your valuable documents or pay for getting your card.

ed, it is important that the Social Insurance Number under your name and working are identical to the Social Insurance Number that appears on your SIN card. This will ensure that your contributions and/or Québec Pension Plan benefits are properly credited.

## Your rights under the Privacy Act

Under the Privacy Act, you have the right, on written request, to have access to records held by the federal government that contain personal information about you. You also have the right to request corrections to that information and have notations made to your file if a request for correction has not been accepted.

To find out more about your rights and the uses of your unemployment insurance, employment and immigration records, consult the Personal Information Index. Copies of the index are available for public reference at municipal libraries and at selected Canada Post Offices.

Copies of this publication are available on audio-cassette or open-captioned video from:

**Employment and Immigration Canada**  
Public Affairs Directorate  
(Unemployment Insurance)  
140 Promenade du Portage  
Phase IV, 4th Floor  
Hull, Quebec  
K1A 0J9  
tel.: (819) 953-5117

This leaflet contains general information only. When a question arises, the Unemployment Insurance Act and Regulations must govern.

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**Employment and  
Immigration Canada**

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Immigration Canada**

# How to apply for a Social Insurance Number (SIN)

**Are you applying for a  
new SIN card or changing your  
SIN record?**

All you have to do is complete an application form and provide us with a primary document. You must also provide a supporting document if the name on your primary document is different from the one you use now. The acceptable primary and supporting documents are listed on the next page. **It is important that documents are originals or true certified copies and that they be in English or in French.**

If you are replacing your SIN card, you must pay a fee of \$10.00. You can only pay cash if you apply in person. Otherwise, you can pay by personal cheque, bank draft or money order made payable to the Receiver General of Canada.



**If your application is in order, you will receive your SIN card in three to four weeks.**

The Canada Employment and Immigration Commission encourages you to apply for your Social Insurance Number in person at a Canada Employment Centre (CEC). The in-person process is faster and more convenient. Also it does not require you to part with your valuable identity documents or pay for getting photocopies notarized.

If you are employed, it is important that the name and Social Insurance Number under which you are working are identical to the name and Social Insurance Number that appear on your SIN card. This will ensure that your Canada and/or Québec Pension Plan(s) contributions are properly credited to you.

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## Primary documents

If you are a Canadian Citizen/Status Indian submit the original or true certified copy of one of the following documents:

Canadian provincial birth certificate (issued by the vital statistics branch of the province or territory of your birth)

Certificate of Birth and Baptism (for persons born and baptized in Quebec and Newfoundland only)

Certificate of Dedication (for persons born in Quebec and Newfoundland only)

Certificate of Canadian Citizenship (must contain date of birth)

Canadian Certificate of Naturalization

Certificate of Indian Status (issued by the Department of Indian and Northern Affairs)

Certificate of registration of birth abroad (not issued since February 1977)

Certificate of Retention of Canadian Citizenship (not issued since February 1977)

Canadian passport (your name on the application must match the one on the passport; any difference must be explained on the observation page of the passport. This document is acceptable even if it is expired)

If you are a permanent resident submit the original or true certified copy of one of the following documents:

Canadian Immigration Record and Visa or Record of Landing (IMM 1000)

Confirmation of Landing Document (E&I 2740)

Canada Travel Document (issued by the Canadian Department of External Affairs)

Canadian Certificate of Identity (issued by the Canadian Department of External Affairs)

Foreign Passport stamped "Permanent Resident" by Canadian immigration officials

If you are neither a Canadian Citizen nor a Permanent Resident submit the original or true certified copy of one of the following documents:

### Applying from within Canada

Visitor Record (IMM 1097)

Employment Authorization (IMM 1102)

Student Authorization (IMM 1208)

Permit to come into or to remain in Canada (IMM 1263)

Extension of Permit (IMM 1264)

Generic form entitled "Visitor Record" or "Employment Authorization" or "Student Authorization" or "Minister's Permit" (IMM 1442)

Local Visitor Control (manifest) (IMM 60)

Department of External Affairs identify card

Unexpired foreign passport containing courtesy or diplomatic visa stamp

Refugee Status Claim (IMM 1434) (Also issued under RDS-01 in Quebec)

### Applying from outside of Canada

Original or true certified copy of a certificate of birth and an original letter from a Canadian government (federal, provincial or municipal) or another Canadian institution that asked for a SIN.

## Supporting documents

If the name on your primary document is different from the one you use now, you must also submit an original or true certified copy of one of the following documents:

### Name changed by marriage

Canadian marriage certificate (not a marriage licence)

Marriage registration

Foreign marriage certificate

Divorce Decree (in cases where the marriage certificate of the previous marriage is not available)

### Name changed by law

Certificate made under a provincial change of name act

Court order made under a provincial change of name act

Certificate or court order made under similar legislation

### Name changed by use

Statutory declaration

Declaration of Assumed Name form certified by a CEC officer or a person legally authorized to take oaths such as a lawyer, a notary public or a Commissioner of Oaths. (Forms may be obtained from your Canada Employment Centre)

If you can't get the documents you need, call your Canada Employment Centre. They can suggest other documents.



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Observations qui s'insposent : Pour obtenir de plus amples renseignements sur vos droits et sur l'utilisation des documents qui vous concernent en matière d'assurance-chômage, d'emploi et d'immigration, vous pouvez consulter la publication intitulée « Répertoire de renseignements personnels » dans les bibliothèques municipales et dans certains bureaux de poste.

La Commission de l'emploi et de l'immigration du Canada vous encourage à démander votre numéro d'assurance sociale en personne à un Centre d'emploi du Canada (CEC). Cet établissement offre une variété de services pour obtenir des déboursés de l'agence d'indemnité importante ou à court terme, vous n'avez pas à vous séparer d'une pièce d'identité ou de photocopies notariées.

Vos droits en vertu de la Loi sur la protection des renseignements personnels

Si votre demande est en règle, il faudra de trois à quatre semaines avant que vous receviez votre carte d'assurance sociale.

Si vous faites remplacer votre carte d'assurance sociale, vous devrez payer des frais de 10 \$. Vous pouvez payer ces frais en espèces uniquement si vous présentez votre demande en personne. Autrement, vous pouvez payer par chèque ou par mandat fait à l'ordre du Récé-  
veur général du Canada.

Vous devrez remplir un formulaire de demande et nous fournir un document principal. En outre, si le nom qui figure sur votre document principal diffère de celui que vous utilisez actuellement, vous devrez produire une pièce justificative qui vous autorise à utiliser ce nom. A la page suivante, vous trouverez une liste des documents principaux et des pièces justificatives acceptables. Il importe que ces documents soient conformes et que les copies certifiées qu'ils soient redigés en français ou en anglais.

Vous vouliez faire remplacer une carte d'assurance sociale  
ou faire modifier votre dossier d'assurance sociale?

Vous voulez demander un  
premier NAS?

Comment demander un numéro d'assurance sociale (NAS)





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